

REQUEST FOR QUALIFICATIONS



Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

DATE ADVERTISED: **July 7, 2006**

RFQ Title: **Martin Luther King, Jr. – New Logo & Logo Style Guide for King County**

Requesting Dept./ Div.: **King County Department of Executive Services and 4Culture**

RFQ Number: **142-06RLD**

Due Date: **August 1, 2006 – no later than 2:00 P.M.**

Buyer: **Roy L. Dodman** roy.dodman@metrokc.gov, (206) 263-4266

There will be no pre-submittal meeting for this RFQ.

Sealed Qualification Submittals are hereby solicited and will **ONLY** be received by

**King County Procurement Services Section
Exchange Building, 8th Floor
821 Second Avenue
Seattle, WA 98104-1598**

Office Hours - 8:00 a.m. - 5:00 p.m.
Monday - Friday

SUBMITTERS MUST COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)

Company Name		
Address		City/State/Zip Code
Signature	Authorized Representative / Title	
E-mail	Phone	Fax

This Request for Proposal will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

If you received or downloaded this document in .pdf format, a MS Word copy may be obtained by contacting the buyer listed above. This MS Word document will be transmitted by e-mail.

Sealed qualification submittals are hereby solicited and will be received only at the office of the King County Procurement Services Section at 821 Second Avenue, 8th Floor, Seattle, Washington, 98104 no later than 2 p.m. on the date noted above regarding *Martin Luther King, Jr. – New Logo & Logo Style Guide for King County* for the *King County Department of Executive Services – 4Culture*¹. These services shall be provided to King County in accordance with the following and the attached instructions, requirements, and specifications.

Submittal: King County requires the Submitter to sign and return *this entire Request for Qualification (RFQ) document*. The Submitter shall provide *one unbound original* and *seven (7) copies* of the submittal response, data or attachments offered, for *eight (8) items* total. The original in both cases shall be noted or stamped "Original".

Questions: Submitters will be required to submit questions in writing prior to the close of business Friday, July 21, 2006 in order for staff to prepare any response required to be answered by Addendum. Questions are best received and most quickly responded to when sent via e-mail directly to the following King County procurement personnel: *Primary* – Roy L. Dodman, Senior Buyer roy.dodman@metrokc.gov / *Secondary* – Cathy M. Betts, Buyer cathy.betts@metrokc.gov. Questions may also be sent via fax or mail to the address above.

SECTIONS OF THIS REQUEST FOR QUALIFICATIONS

SECTION I	PROJECT SPECIFICATIONS AND SCOPE OF WORK
SECTION II	BIDDING INSTRUCTIONS AND GENERAL INFORMATION
SECTION III	NONDISCRIMINATION AND AFFIRMATIVE ACTION
SECTION IV	GENERAL CONTRACT REQUIREMENTS
SECTION V	ADDITIONAL INFORMATION & REQUIREMENTS
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SECTION VII	REQUIRED FORMS
SECTION VIII	BID SUBMITTAL CHECKLIST

¹ 4Culture is King County's cultural services agency. 4Culture was established in January of 2003 to continue the work of the King County Arts Commission, Public Art Commission and the heritage programs of the Landmarks Commission.

SECTION I – PROJECT SPECIFICATIONS AND SCOPE OF WORK

PART 1 – OPPORTUNITY

King County, Washington seeks a graphic designer or design firm to create a new logo and logo style guide for King County. The selected logo will establish the official symbol of King County to be the likeness of the Reverend Dr. Martin Luther King, Jr., as mandated by County Ordinance. Use of the likeness of Dr. King as the new official symbol and logo for King County is intended to promote Dr. King's legacy of non-violent social change and to effectuate the prior legislative policy decisions of Washington state and King County to honor Dr. King's memory by renaming King County. The new logo will also address the County's need for a distinct image and reflect the values of its citizens. This identity will be phased in over time to appear on King County communications, correspondence and property. This logo will replace the existing County logo.

PART 2 - CLIENT BACKGROUND

Located on Puget Sound in Washington State, and covering 2,134 square miles, King County is nearly twice as large as the average county in the United States. With more than 1.8 million people, it also ranks as the 13th most populous county in the nation.

King County provides regional services to all residents of the county, including people who live in cities. These include courts and related legal services, public health services, the county jail, records and elections, property tax appraisals and regional parks and facilities, including the King County International Airport (Boeing Field). King County has also assumed the responsibility for public transit and sewage disposal. In unincorporated communities, King County provides the services listed above and many local services, including land-use regulation, building permits, police protection, roads and local parks. Other local services in unincorporated communities are provided by fire, water, library and hospital districts, which operate independently of county government.

PART 3 - RESEARCH THE CLIENT

The County's primary web page is: <http://www.metrokc.gov>

PART 4 – PROJECT BACKGROUND

In 1852, the Oregon territorial legislature created new counties north of the Columbia River in what is now Washington State. It named King County after the incumbent Vice President William Rufus de Vane King. Historians suggest that this was done to seek political favor with the new Federal Administration. King was a slave owner and a strong supporter of the Fugitive Slave Act.

On February 24, 1986, the King County Council passed Motion 6461, which recognizes the great contributions and many achievements in public service of Nobel Peace Prize laureate the Reverend Dr. Martin Luther King, Jr., including his persistent and unfailing efforts leading to the passage of the Civil Rights Act of 1964 and the Voting Rights Act of 1965. Motion 6461 changed the namesake of King County to the Reverend Dr. Martin Luther King, Jr. Subsequently, and the Washington State Legislature passed Engrossed Senate Bill 5332 to rename King County in honor of the Reverend Dr. Martin Luther King, Jr. Governor Christine Gregoire signed this legislation into law and the law took effect July 24, 2005.

In accordance with this new law, King County is seeking a new logo, to serve as the official symbol of King County. This logo will depict the likeness of the Reverend Dr. Martin Luther King, Jr. Use of the likeness of Dr. King as the new official symbol and logo for King County is intended to promote Dr. King's legacy of nonviolent social change and to effectuate the prior legislative policy decisions of Washington state and King County to honor Dr. King's memory by renaming King County.

The estate of Dr. King and the Martin Luther King, Jr., Center for Nonviolent Social Change (King Center) oversee the King estate's intellectual property rights. The King Center regularly authorizes nonprofit and governmental organizations to use the intellectual property of Dr. King. King County will seek approval of the selected logo design from the King Center.

PART 5 - SCOPE OF WORK

Provide graphic design services as described in the specific tasks below. The County may choose to award some or all tasks to the selected individual or firm. King County shall be the sole and exclusive owner of all products, including all intellectual property rights, created under professional service contracts resulting from this request for proposals, to be used in any manner, in part or whole, as desired by the County.

Task 1: Develop King County Logo

Develop an original logo design for King County that communicates a professional image and the service nature of King County, as well as depicts the likeness of Dr. Martin Luther King, Jr. This original design should be simple, flexible and able to be used in a variety of sizes in print, signage and electronic applications.

Conduct constituency research to gain information from which to make identity recommendations. Review existing research and other materials to help inform this process.

Conduct research by actively facilitating three creative work sessions of 5-25 people, each lasting no more than two hours each.

- A. Design and present three draft logo options, including suggested color palette, and samples of how they could be used on common products such as letterhead, website, and newsletters. Samples for each option should illustrate potential uses as follows:
 - Black and white
 - Single color application
 - Multi-color application
 - Multiple sizes
- B. Finalize recommended option for presentation to decision makers.
- C. Facilitate final discussion among decision makers.
- D. Upon final design selection, final art created in requested form.

Task 2: Develop final graphic identity package

Develop, along with King County Logo Project Team, tools and strategies for implementing chosen new graphic identity Countywide, including:

- Comprehensive style guide including standards and guidelines for using logo design.
- Written strategy for implementation, including co-branding.
- Print-ready business package of general products including letterhead, envelopes, business cards and vehicle decals.
- Electronic format containing multiple image elements, in various formats (to be determined by the County).

Task 3: Project Implementation

As stated in Task 2, the King County Logo Project Team will develop, with guidance from the selected individual or firm, a graphics standard, which shall include guidelines and procedures for the use of the logo for all official county uses. The county shall continue to use the previous crown logo on existing items until these are replaced in the usual course of county business, unless replacement with the new logo is either minimal in cost or is necessary for public health and safety purposes. Once standards have been established, the selected designer or firm will develop an implementation plan including:

- A. A schedule plan for phased implementation consistent with the ordinance.
- B. The King County Logo Project Team will work with the King Center and King Estate to obtain feedback on the standards and to discuss licensing for the use of the logo consistent with the ordinance.

PART 6 – BUDGET

The anticipate budget is \$40,000 Maximum. (Budget is inclusive of process meetings, design, travel and applicable taxes.) Final fees and scope will be negotiated with the selected applicant.

PART 7 - RESPONSIBILITIES

The County will be responsible for coordinating the project team, stakeholder and decision-making discussions, including scheduling meetings and locations, and providing background materials and existing research.

As outlined in the Scope of Work, the selected individual or firm will be expected to provide credible educational information to diverse groups about government image and logo process and design, and provide professional meeting facilitation for image and logo creative development and decision-making. The selected individual or firm will be responsible for carrying out the creative design elements of the scope of work in a cooperative manner, working collaboratively with the project team in a timely, effective manner.

PART 8 - SELECTION PROCESS

A. Selection Panel

A panel comprised of design professionals and County representatives, will review all eligible submissions and will likely select one to three designers or design firms as finalists to interview based on the criteria below. The finalists will then be interviewed by a panel, and based upon these interviews; the panel will select one designer or design firm for the opportunity. The County retains the right to select a submittal strictly based on the written evaluation.

B. Criteria

The individual or firm must demonstrate extensive experience in conducting constituency research and interpreting research into high quality graphic designs for large, multi-service organizations, within a limited budget.

The individual or firm must provide graphic design services as described in the Scope of Work.

C. Evaluation

The selection panel will use the following criteria to select finalists for interviews:

- Artistic quality and strength of past work as demonstrated in the submitted work samples – **50 points**
- Past experience that is relevant to the scope of work – **30 points**
- Estimated project cost for identified tasks – **10 points**
- Availability — the artist must be available and willing to begin work on the project immediately – **10 points**
- Interview – **40 points**

The County reserves the right to not select any individual or firm from this process.

PART 9 – PROPOSED SCHEDULE (Some dates are tentative and subject to change)

Question Submission Deadline.....	July 21, 2006
Addendum Issued if Needed	July 25, 2006
Submittal Deadline	August 1, 2006
Submittal Review	August 18, 2006
Finalist Interviews	September 6, 2006
Final Notification	September 9, 2006

PART 10 - SUBMITTAL MATERIALS

To be responsive to this Request for Qualifications, submitters applying for this project must include the following materials with applicant's name and contact information on every page.

A. Budget

Cost estimate identifying the price of each task and sub-task described in the scope of work.

B. Resumes

Resumes of the individuals who will perform the work outlined, including their capabilities and experience conducting similar work and their anticipated role in each task outlined in the scope of work;

C. References

Contact information for a minimum of three professional references, preferably regarding projects of similar size and scope.

D. Identity package work samples

Samples of identity packages for multi-service government/corporate organizations, including stakeholder research, logo, typeface and color palette.

E. Printed and electronic work samples

Samples of print and electronic applications of design work.

Electronic files cannot be submitted via email. If applicant chooses to submit digital image files, work must be submitted in the following required format:

Label the CD-R with the applicant's name, contact information and number of images. Do not embed images into PowerPoint or submit moving image or audio files.

- File Format— Submit only "High" quality JPGs (no GIFs, TIFFs)
- Image Size — Images must be 1920 pixels on the longest side.
- File Size — Files must be less than 5 MB

File Labeling — Files must be titled with a number indicating the viewing order, followed by the designer's last name or firm name. The numbers must correspond to the accompanying Annotated Image List. Use "0" in front of single digit numbers. Do not use more than 30 characters, and use only letters, numbers and underscores. **Example: 01_Smith; 02_Smith.** If using Mac OS 8 or 9 include a ".jpg" extension at the end of each image title. **Example: 01_Smith.jpg**

D. List or summary of submission materials

A Self Addressed Stamped Envelope - with sufficient postage for return of discs or other materials as desired. 4Culture will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage.

PART 11 – FINAL NOTES

All documents (absent of samples) submitted become the property of the King County and are subject to the provisions of the Public Disclosure Law.

PART 12 – REFERENCE MATERIAL

Exhibit 1 – King County Current Graphic Standards and Guidelines (also available electronically by contacting the buyer listed on page 1 of this RFQ)

SECTION II – BIDDING INSTRUCTIONS AND GENERAL INFORMATION

- A. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.
- B. All submitted qualifications and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so *at the conclusion* of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between King County and the selected Consultant. Please note that if an interested party requests copies of submitted documents or evaluation materials, a standard King County copying charge per page must be received prior to processing the copies. King County *will not* make available photocopies of pre-printed brochures, catalogs, tear sheets or audio-visual materials that are submitted as support documents with qualification submittals. Those materials will be available for review at King County Procurement.
- C. No other distribution of qualifications will be made by the Submitters prior to any public disclosure regarding the RFQ, the submittal or any subsequent awards without written approval by King County. For this RFQ all qualification submittals received by King County shall remain valid for ninety (90) days from the date of submittal. All submittals received in response to this RFQ will be retained.
- D. Submittals shall be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the Submitter's abilities to meet the requirements of this RFQ. Emphasis shall be on completeness of content.
- E. King County reserves the right to reject any qualification submittals deemed not responsive to its needs.
- F. In the event it becomes necessary to revise any part of this RFQ, addenda shall be created and posted at the King County Procurement web site. Addenda will also be conveyed to those potential submitters providing an accurate e-mail address. If desired, a hard copy of any addenda may be provided upon request.
- G. King County is not liable for any cost incurred by the Submitter prior to issuing the contract.
- H. A contract may be negotiated with the Submitter whose qualifications would be most advantageous to King County in the opinion of the King County Department of Executive Services –4Culture, all factors considered. King County reserves the right to reject any or all qualification submittals.
- I. It is proposed that if selections are made as a result of this RFQ, a contract with known, fixed prices will be negotiated. Selection and/or negotiation may be undertaken with those Submitters who are considered to be the most suitable for the work. This RFQ is primarily designed to identify the most qualified firms in each category.
- J. The contents of the qualification submittal of the selected Submitter shall become contractual obligations if a contract ensues. Failure of the Submitter to accept these obligations may result in cancellation of their selection.
- K. A contract between the Consultant and King County shall include all documents mutually entered into specifically including the contract instrument, the original RFQ *as issued* by King County, and the response to the RFQ. The contract must include, and be consistent with, the specifications and provisions stated in the RFQ.
- L. News releases pertaining to this RFQ, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
- M. King County Code 4.16.025 prohibits the acceptance of any bid, proposal or submittal after the time and date specified on the Request for Qualifications. There shall be no exceptions to this requirement.
- N. King County agencies' staffs are prohibited from speaking with potential Submitters about the project during the solicitation.

Please direct all questions to:

Roy L. Dodman / Senior Buyer
(206) 263-4266
roy.dodman@metrokc.gov

or Cathy M. Betts / Buyer
(206) 263-4267
cathy.betts@metrokc.gov

NOTE: Documents and other information is available in alternate formats for individuals with disabilities upon advance request by calling Mary Lou Allwine at 206-296-4210 or TTY711.

- O. Protest Procedure - King County has a process in place for receiving protests based upon either bids, proposals, submittals, or contract awards. If you would like to receive or review a copy, please contact the Buyer named on the front page of this document or call Procurement Services at 206-684-1681.
- P. Electronic Commerce and Correspondence. King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid, Requests for Proposal, and Requests for Qualifications, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.metrokc.gov/procurement>. Please refer to the "RFPs, RFQs & ITBs / New / Consultants" portion of the site (note: some documents or portions thereof may not be posted on the site. Please note any special messages regarding a particular solicitation). This information is posted at the Web Site as a *convenience* to the public, and is not intended to replace the King County process of formally requesting bid documents and providing the County with contact information for the potential Submitter. Each Submitter bears the responsibility to confirm the completeness and accuracy of all documents pertaining to a given solicitation, including the receipt of all issued addenda.

If a Submitter downloads a document from the Web Site and does not contact the Procurement Office to obtain a hard copy, the Submitter *must* use the "Feedback" (Envelope) button at the bottom of the Web page to convey the Submitter's company name, contact name, mailing address, and phone/fax number to the County. Please note which document/documents were downloaded.

After submittals have been opened in public, the County will post a listing of the consultants submitting qualifications at the King County Internet site. Please refer to the "RFPs, RFQs & ITBs / Awarded / Consultants" portion of the site for a listing, as well as a notification of a final determination.

Unless otherwise requested, letters and other transmittals pertaining to this RFQ will be issued to the e-mail address noted in our files, and after submittal, noted on the first page of this document. If other personnel should be contacted via e-mail in the evaluation of this submittal, or to be notified of evaluation results, please complete the information in the table below.

Contact Name	Title	Phone	E-mail address

- Q. Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged.
- R. Qualifications submitted under this RFQ shall be considered public documents and with limited exceptions qualification submittals that are recommended for contract award will be available for inspection and copying by the public. King County may request an electronic copy of your submittal response at a later time for this purpose. This copy may be requested in MS Word format, and delivered either by e-mail or directly delivered on CD.

If a Submitter considers any portion of his/her submittal to be protected under the law, the Submitter shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The Submitter shall also use the descriptions above in the following table to identify the affected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the County will notify the Submitter of the request and allow the Submitter ten (10) days to take whatever action it deems necessary to protect its interests. If the Submitter fails or neglects to take such action within said period, the County will release the portion of the submittal deemed subject to disclosure. By submitting qualifications, the Submitter assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.

Type of exemption	Beginning Page / Location	Ending Page / Location

- T. Submitters are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this RFQ.
- U. During the solicitation process, King County strongly discourages the transmittal of Company information, brochures, and other promotional materials, other than address, contact and e-mail information, prior to the due date of submittals. Any pre-packaged material received by a potential submitter prior to the receipt of submittals shall not be reviewed by the County.
- V. Bid Identification Label: Please see the Bid Identification Label on the last page of this document.

Regarding Sections III and beyond: If a contract is awarded from this Request for Qualifications, the resulting contract may contain some or all of the following contract language.

SECTION III - NONDISCRIMINATION AND AFFIRMATIVE ACTION

PART 1: NON-DISCRIMINATION

- A. King County Code Chapters 12.16, 12.17 and 12.18 are incorporated by reference as if fully set forth herein and such requirements apply to this Contract; provided however, that no specific levels of utilization of minorities and women in the workforce of the Consultant shall be required, and the Consultant is not required to grant any preferential treatment on the basis of race, sex, color, ethnicity or national origin in its employment practices; and provided further that, notwithstanding the foregoing, any affirmative action requirements set forth in any federal regulations, statutes or rules included or referenced in the contract documents shall continue to apply.
- B. During the performance of this Contract, neither the Consultant nor any party subcontracting under the authority of this Contract shall discriminate nor tolerate harassment on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits under this Contract.
- C. The Consultant shall, prior to the commencement of the work and during the term of this Contract, furnish the County, upon request and on such forms as may be provided by the County, a report of the affirmative action taken by the Consultant in implementing the terms of this section. The Consultant will permit access by the County to the Consultant's records of employment, employment advertisements, application forms, other pertinent data and records related to this Contract for the purpose of monitoring and investigation to determine compliance with these requirements.
- D. The Consultant shall implement and carry out the obligations contained in its Affidavit and Certificate of Compliance regarding equal employment opportunity. Failure to implement and carry out such obligations in good faith may be considered by the County as a material breach of this Contract and grounds for withholding payment and/or termination of the Contract and dismissal of the Consultant.
- E. The Consultant shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
- F. During the performance of this Contract, neither the Consultant nor any party subcontracting under the authority of this Contract shall engage in unfair employment practices. It is an unfair employment practice for any:
 - 1. Employer or labor organization to discriminate against any person with respect to referral, hiring, tenure, promotion, terms, conditions, wages or other privileges of employment;
 - 2. Employment agency or labor organization to discriminate against any person with respect to membership rights and privileges, admission to or participation in any guidance program, apprenticeship training program, or other occupational training program;
 - 3. Employer, employment agency, or labor organization to print, circulate, or cause to be printed, published or circulated, any statement, advertisement, or publication relating to employment or membership, or to use any form of application thereof, which indicates any discrimination unless based upon a bona fide occupation qualification;
 - 4. Employment agency to discriminate against any person with respect to any reference for employment or assignment to a particular job classification;
 - 5. Employer, employment agency or a labor organization to retaliate against any person because this person has opposed any practice forbidden by KCC Chapter 12.18 or because that person has made a charge, testified or assisted in any manner in any investigation, proceeding or hearing initiated under the provisions of KCC Chapter 12.18;

6. Publisher, firm, corporation, organization or association printing, publishing or circulating any newspaper, magazine or other written publication to print or cause to be printed or circulated any advertisement with knowledge that the same is in violation of KCC Chapter 12.18.030C., or to segregate and separately designate advertisements as applying only to men and women unless such discrimination is reasonably necessary to the normal operation of the particular business, enterprise or employment, unless based upon a bona fide occupational qualification; and/or
7. Employer to prohibit any person from speaking in a language other than English in the workplace unless:
 - a. The employer can show that requiring that employees speak English at certain times is justified by business necessity, and
 - b. The employer informs employees of the requirement and the consequences of violating the rule.

PART 2: REQUIRED SUBMITTALS

- A. All Consultants entering into a contract or agreement with King County valued at \$25,000 or more shall, after the Submitter receives written notice of selection, submit the following:
 1. A Personnel Inventory Report on the form provided by the County.
 2. An Affidavit of Compliance demonstrating the Consultant's commitment to comply with the provisions of KCC Chapter 12.16.
 3. A Sworn Statement of Compliance with 12.16 from any labor union or employee referral agency that refers workers or employees or provides or supervises training programs from whom the Consultant obtains employees.
- B. The County will not execute any agreement or contract without prior receipt of fully executed forms listed in subparagraph A above.
- C. Assistance with the requirements of this Section and copies of Chapters 12.16, 12.17 and 12.18 are available from the Business Development & Contract Compliance (BDCC) Section, phone (206) 205-0700.

PART 3: NONDISCRIMINATION IN SUBCONTRACTING PRACTICES

- A. Compliance with Initiative 200. In accordance with the provisions of Washington Initiative 200, no County Minority and Women Business (M/WBE) utilization requirements shall apply to this Contract. No minimum level of M/WBE sub-consultant participation or purchase from M/WBE certified vendors is required and no preference will be given by the County to a Bidder, Submitter or Proposer for their M/WBE utilization or M/WBE status. Provided, however, that any affirmative action requirements set forth in any federal regulations or statutes included or referenced in the Contract documents will continue to apply.
- B. Non-Discrimination. During the term of this Contract, the Consultant shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with sub-consultants and suppliers, the Consultant shall not discriminate against any person on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.

During the performance of work performed under any Agreement resulting from this RFQ, neither the consultant nor any party subcontracting under the authority of the agreement shall discriminate or engage in unfair contracting practices prohibited by K.C.C. 12.17.

- C. Record-Keeping Requirements. The Consultant shall maintain, for at least 6 years after completion of all work under this contract, records and information necessary to document its level of utilization of M/WBEs and other businesses as sub-consultants and suppliers in this contract and in its overall public and private business activities for the same period. The Consultant shall also maintain, for at least 6 years after completion of all work under this contract, all written quotes, bids, estimates or proposals submitted to the Consultant by all businesses seeking to participate on this Contract. Consultant shall make such

documents available to the County for inspection and copying upon request. If this contract involves federal funds, Consultant shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents.

D. Open Competitive Opportunities. King County encourages the utilization of minority owned businesses ("MBEs") and women-owned businesses ("WBEs")(collectively, "M/WBEs") in County contracts. The County encourages the following practices to promote open competitive opportunities for small businesses including M/WBEs:

1. Attending a pre-bid or pre-solicitation conference, if scheduled by the County, to provide project information and to inform M/WBEs and other firms of contracting and subcontracting opportunities.
2. Placing all qualified small businesses attempting to do business in King County, including M/WBEs, on solicitation lists, and providing written notice of subcontracting opportunities to M/WBEs and all other small businesses capable of performing the work, including without limitation all businesses on any list provided by the County, in sufficient time to allow such businesses to respond to the written solicitations.
3. Breaking down total requirements into smaller tasks or quantities, where economically feasible, in order to permit maximum participation by small businesses including M/WBEs.
4. Establishing delivery schedules, where the requirements of this contract permit, that encourage participation by small businesses, including M/WBEs.
5. Providing small businesses including M/WBEs that express interest with adequate and timely information about plans, specifications, and requirements of the contract.
6. Utilizing the services of available community organizations, Consultant groups, local assistance offices, the County, and other organizations that provide assistance in the recruitment and placement of small businesses including M/WBEs.

Further, the County encourages small businesses, including M/WBEs, to participate in the following practices to promote open competitive opportunities:

1. Attending a pre-bid or pre-solicitation conference, if scheduled by the County, to receive project information and to inform prime bidders/proposers of contracting and subcontracting capabilities.
2. Requesting placement on solicitation lists, and receipt of written notice of subcontracting opportunities.
3. Utilizing the services of available community organizations, Consultant groups, local assistance offices, the County, and other organizations that provide assistance in the recruitment and placement of small businesses and M/WBEs.

E. Sanctions for Violations. Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of contract for which the Consultant may be subject to damages and sanctions provided for by contract and by applicable law.

PART 4: REQUIREMENTS DURING WORK

A. Site Visits

King County may at any time visit the site of the work and the Consultant's office to review records related to actual utilization of and payments to subcontracting firms. The Consultant shall maintain sufficient records necessary to enable King County to review utilization of subcontracting firms. The Consultant shall provide every assistance requested by King County during such visits.

PART 5: COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED AND THE AMERICANS WITH DISABILITIES ACT OF 1990

The Consultant shall complete a Disability Self-Evaluation Questionnaire for all programs and services offered by the Consultant (including any services not subject to this Contract) and shall evaluate its services, programs and employment practices for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 ("ADA"). The Consultant shall complete a 504/ADA Disability Assurance of Compliance prior to execution of a contract.

SECTION IV - GENERAL CONTRACT REQUIREMENTS

PART 1: TERMINATION CLAUSES

- A. This Contract may be terminated by the County without cause, in whole or in part, upon providing the Consultant ten (10) calendar days' advance written notice of the termination.

If the Contract is terminated pursuant to this Section IV, paragraph A: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Consultant shall be released from any obligation to provide further services pursuant to the Contract.

- B. The County may terminate this Contract, in whole or in part, upon five (5) calendar days' advance written notice in the event: (1) the Consultant materially breaches any duty, obligation, or services required pursuant to this Contract, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible.

If the Contract is terminated by the County pursuant to this Subsection IV(B) (1), the Consultant shall be liable for damages, including any additional costs of procurement of similar services from another source.

If the termination results from acts or omissions of the Consultant, including but not limited to misappropriation, nonperformance of required services or fiscal mismanagement, the Consultant shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Consultant by the County.

- C. If expected or actual funding is withdrawn, reduced or limited in any way prior to the termination date set forth above in Section II or in any amendment hereto, the County may, upon written notice to the Consultant, immediately terminate this Contract in whole or in part.

If the Contract is terminated pursuant to this Section IV, paragraph C: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Consultant shall be released from any obligation to provide further services pursuant to the Contract.

Funding under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this contract will terminate at the close of the current appropriation year.

- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Contract or law that either party may have in the event that the obligations, terms and conditions set forth in this Contract are breached by the other party.

PART 2: INDEMNIFICATION AND HOLD HARMLESS

- A. In providing services under this Contract, the Consultant is an independent contractor, and neither the Consultant nor its officers, agents or employees are an employee of the County for any purpose. The Consultant shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits or taxes to, or on behalf of, the Consultant, its employees or others by reason of this Contract. The Consultant shall protect, indemnify and save harmless the County, its officers, agents and employees from and against any and all claims, costs and/or losses whatsoever occurring or resulting from 1) the Consultant's failure to pay any such compensation, wages, benefits or taxes; and 2) the supplying to the Consultant of work, services, materials and/or supplies by Consultant employees or other suppliers in connection with the performance of this Contract.

- B. The Consultant further agrees that it is financially responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional acts or failure for any reason to comply with the terms of this Contract by the Consultant, its officers, employees, agents and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.
- C. The Consultant shall protect, defend, indemnify, and save harmless the County, [and the State of Washington (when any funds for this Contract are provided by the State of Washington)] their officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Consultant, its officers, employees, and/or agents. The Consultant agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, the Consultant by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event that County incurs attorney fees and/or costs in the defense of claims, for damages within the scope of this section, such fees and costs shall be recoverable from the Consultant. In addition King County shall be entitled to recover from the Consultant fees, and costs incurred to enforce the provisions of this section.

Claims shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in unfair trade practice.

Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this agreement.

PART 3: INSURANCE

Based on the work as published, it is estimated that the selected Consultant shall furnish Commercial General Liability, to include Products and Completed Operations, in the amount of \$1,000,000 combined single limit / aggregate (\$2,000,000 aggregate is preferred). In addition, evidence of Workers' Compensation and Stop-Gap Employer's Liability for a limit of \$1,000,000 shall be provided.

Based on the final contract, the County may require other coverage/coverages as appropriate for the final scope of work and/or deliverables

Such policy/policies shall endorse King County, and its appointed and elected officials, officers, agents and employees as additional insureds.

King County reserves the right to approve deductible/self-insured retention levels and the acceptability of insurers.

PART 4: CORRECTIVE ACTION

If the County determines that a breach of contract has occurred, that is the Consultant has failed to comply with any terms or conditions of this Contract or the Consultant has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:

- A. The County will notify the Consultant in writing of the nature of the breach;
- B. The Consultant shall respond in writing within three (3) working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective

action plan shall specify the proposed completion date for bringing the Contract into compliance, which date shall not be more than ten (10) days from the date of the Consultant's response; unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;

- C. The County will notify the Consultant in writing of the County's determination as to the sufficiency of the Consultant's corrective action plan. The determination of sufficiency of the Consultant's corrective plan shall be at the sole discretion of the County;
- D. In the event that the Consultant does not respond within the appropriate time with a corrective action plan, or the Consultant's corrective action plan is determined by the County to be insufficient, the County may commence termination of this Contract in whole or in part pursuant to Section IV.B;
- E. In addition, the County may withhold any payment owed the Consultant or prohibit the Consultant from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and
- F. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section IV, Termination Clauses, Subsections A, B, C, and D.

PART 5: ASSIGNMENT/SUBCONTRACTING

- A. The Consultant shall not assign or subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. Said consent must be sought in writing by the Consultant not less than fifteen (15) calendar days prior to the date of any proposed assignment.
- B. "Subcontract" shall mean any agreement between the Consultant and a Subcontractor or between Subcontractors that is based on this Contract, provided that the term "subcontract" does not include the purchase of (i) support services not related to the subject matter of this contract, or (ii) supplies.

SECTION V - ADDITIONAL INFORMATION & REQUIREMENTS

- A. Non-Discrimination in Benefits to employees with Domestic Partners

King County's Equal Benefits (EB) Ordinance 14823 states that to be eligible for award of contracts at a cost of \$25,000.00 or more, firms must not discriminate in the provisions of employee benefits between employees with spouses, and employees with domestic partners. The successful Contractor, bidder or proposer shall be required to complete a Worksheet and Declaration form. Compliance with Ordinance 14823 is a mandatory condition for execution of a contract. The EB Compliance forms are available online at: <http://www.metrokc.gov/procurement/forms/eb.aspx>.

- B. Disclosure – Conflict of Interest

King County Code Chapter 3.04 is incorporated by reference as if fully set forth herein and the Consultant agrees to abide by all the conditions of said Chapter. Failure by the Consultant to comply with any requirements of this Chapter shall be a material breach of contract.

1. The Consultant covenants that no officer, employee, or agent of the County who exercises any functions or responsibilities in connection with the planning and implementation of the scope of services funded herein, or any other person who presently exercises any functions or responsibilities in connection with the planning and implementation of the scope of services funded herein shall have any personal financial interest, direct or indirect, in this Contract. The Consultant shall take appropriate steps to assure compliance with this provision.
2. If the Consultant violates the provisions of Section V (1) or does not disclose other interest required to be disclosed pursuant to King County Code Section 3.04.120, as amended, the County will not be liable for payment of services rendered pursuant to this Contract. Violation of this Section shall constitute a substantial breach of this Contract and grounds for termination pursuant to Section IV (B) above as well as any other right or remedy provided in this Contract or law.

3. The King County Board of Ethics maintains a website that provides information regarding King County ethics requirements. To review specific areas of the Code of Ethics that relate to contractors and vendors, follow this path: <http://www.metrokc.gov/ethics/>, and access 1) The Code of Ethics, "Employee Code of Ethics 3.04", and 2) Advice and Guidance "Doing Business with Contractors, Vendors, Clients and Customers". Under "Employee Code of Ethics 3.04", there are two areas of the code that speak specifically to contractors: 3.04.060 B1 (attempting to secure preferential treatment) and 3.04.120 (disclosure of interests by consultants requirement). There are other sections under conflict of interest, 3.04.030 that are directed to employees and govern their relationships with contractors.

C. Recycled/Recyclable Products

It is the policy of King County to use recycled materials to the maximum extent practicable (King County Code Chapter 10.16). Consultants able to supply products containing recycled materials that meet performance requirements are encouraged to offer them in bids and proposals and to use them wherever possible in fulfillment of contracts.

The Consultant shall make every effort to use recycled paper products wherever practical in the fulfillment of this Contract.

D. Proprietary Rights

The parties to this Contract hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. The foregoing shall not apply to existing training materials, consulting aids, check lists and other materials and documents of the Consultant which are modified for use in the performance of this Contract.

E. Supported Employment Program

King County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those contractors and consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this contract, please submit documentation supporting this claim with your bid/proposal/qualifications. If you have questions, or need additional information, please contact Ray Jensen, Community & Human Services, Developmental Disabilities Division, (206) 296-5268 or the County's Business Development and Contract Compliance Section at (206) 205-0700.

SECTION VI - MAINTENANCE OF RECORDS/AUDITS

- A. The Consultant shall maintain, and shall require any sub-consultant to maintain, accounts and records, including personnel, property, financial and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all project funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Consultant shall make such documents available to the County for inspection, copying, and auditing upon request.
- B. All records referenced in subsection (A) shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.
- C. The Consultant shall provide access to its facilities, including those of any sub-consultant, to the County, the state and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Consultant in the case of fiscal audits to be conducted by the County.
- D. The Consultant agrees to cooperate with the County or its designee in the evaluation of services provided under this Contract and to make available all information reasonably required by any such evaluation proc-

ess. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.17.

- E. If the Consultant received a total of \$500,000.00 or more in federal financial assistance during its fiscal year from the County, and is a non-profit organization or institution of higher learning or a hospital affiliated with an institution of higher learning, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted of its financial statement and condition, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Standards for Audits of Governmental Organizations, Programs, Activities, and Functions and OMB Circulars A-133 and A-128, as amended and as applicable. Consultants receiving federal funds from more than one County Department or Division shall be responsible for determining if the combined financial assistance is equal or greater than \$500,000.00. The Consultant shall provide one copy of the audit report to each County division providing federal financial assistance to the Consultant no later than six (6) months subsequent to the end of the Consultant's fiscal year.

SECTION VII – REQUIRED FORMS


The following completed forms will be required from the selected contractor, prior to contract award:

- A. King County Personnel Inventory Report
- B. Affidavit and Certificate of Compliance with King County Code 12.16
- C. Statement of Compliance - Union or Employee Referral Agency Statement (if applicable)
- D. King County Code 3.04.120 and Consultant Disclosure Form
- E. 504/ADA Disability Assurance of Compliance and Corrective Action Plan
- F. Equal Benefits Compliance Declaration Form

Copies of these forms are available by contacting the King County Procurement and Contract Services Division. They are available in paper form, or may be obtained via e-mail. Please contact Cathy Betts at 206-263-4267 or Roy L. Dodman at 206-263-4266, or by sending an e-mailed request to cathy.betts@metrokc.gov or roy.dodman@metrokc.gov.

SECTION VIII – BID SUBMITTAL CHECKLIST

- A. One (1) signed copy of entire RFQ package.
- B. One (1) signed copy of any Addendum that was issued. (If it has signature box at bottom of first page, it must be returned.)
- C. One (1) unbound copy of qualification submittal response marked “Original.”
- D. Seven (7) copies of qualification submittal response.
- E. Complete the Bid Identification Label below (or reasonable facsimile) and attach it to a prominent place on the exterior of the submission envelope, box, etc.
- F. If a SASE is provided, every effort will be made to return materials. King County and/or 4Culture are not responsible for any lost or damaged submission materials.

URGENT – SEALED BID ENCLOSED Do Not Delay – Deliver Immediately	
U R G E N T	 King County King County Procurement & Contract Services Section Exchange Building, 8 th Floor 821 2nd Ave, EXC-FI-0862 Seattle, WA 98104-1598
	Bid No. RFQ 142-06RLD
	Bid Title Martin Luther King, Jr. – New Logo & Logo Style Guide for King County
	Due Date
	Vendor
U R G E N T	



King County

As of **January 31, 2002:**

- **Phase I** of the *King County Identity Program* will be introduced with the new style of letterhead, business cards, envelopes, notepads and vehicle identification.
- *Information sheets* to assist in ordering and understanding layout and information changes will be available for distribution by your agency Public Information Officers (PIOs) or internal graphics point person.
 - This same information will be available as an Acrobat PDF file on the intranet at <http://kcweb.metrokc.gov/dias/its/graphics/>
 - It is recommended that new logos not be used until their guidelines are released.
- In cases where projects have time related deadlines or projects that have exceptional longevity, only then will new logos be released by King County Graphic Design and Production Services.

As of **March 31, 2002:**

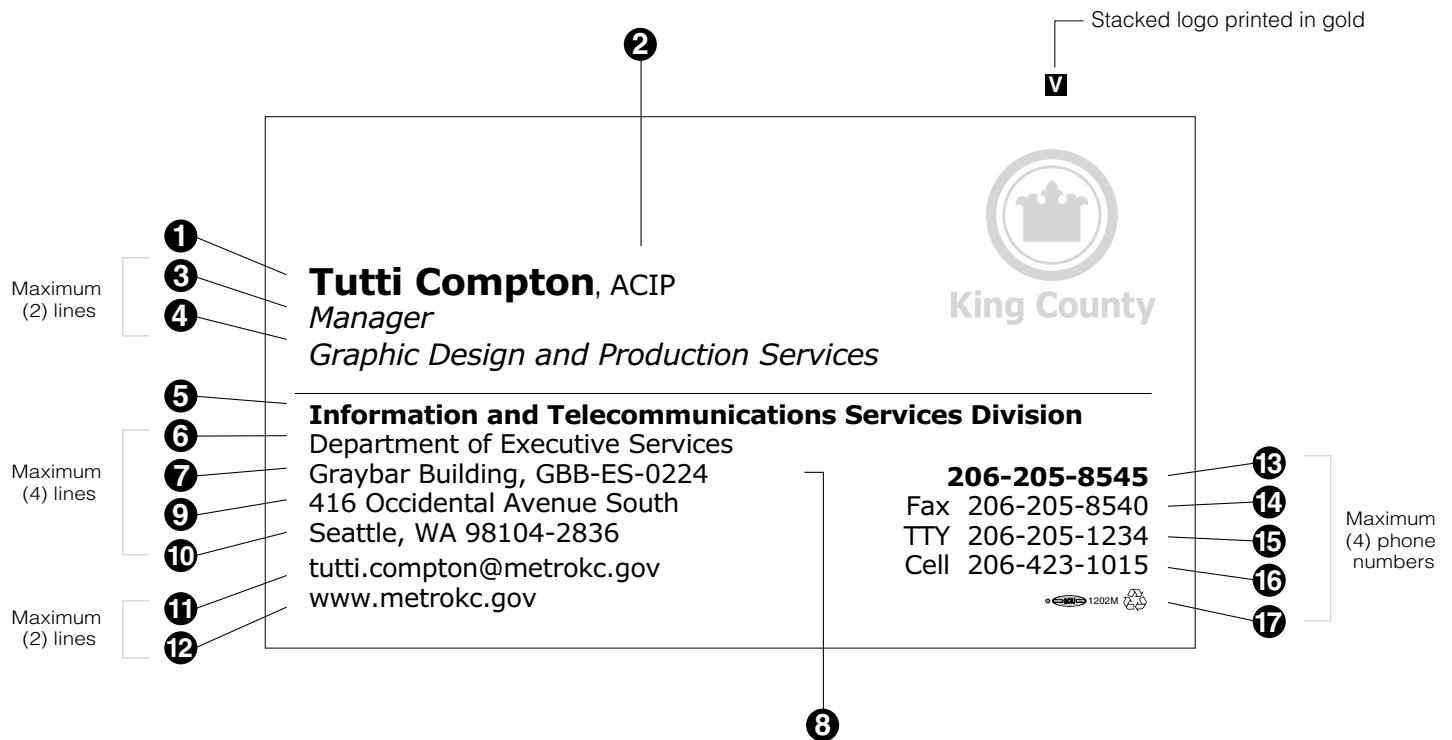
- **Phase II** will include the official release of the new *King County Logo* along with guidelines for its proper use and application. A printed notebook called *King County Graphic Standards and Guidelines* will be available for reference through your agency PIO and/or graphics point person.
- In addition, a printed *A Quick Reference Guide* summarizing guidelines for use of the new logo will be available to those employees involved in printed or electronic communications. This guide will also be available on the internet to vendors and consultants who do business with King County.



King County

General Information

- After January 1, 2002 it is recommended that existing letterhead, business cards, envelopes and notepads should be used to depletion before ordering the new materials.
- The present system of ordering letterhead, business cards, envelopes and notepads remains the same.
- Information submitted for these new items must meet the criteria and format requirements per the *Information Sheets*.
- Submit information by simply including new changes on an old piece of letterhead, notepad, etc., with the standard Printing Request Form.
- Changes that require departure from these standards must first be reviewed by your agency PIO or graphic standards point person. If still unresolved, these issues will then be reviewed by King County Graphics and Production Services 206-205-8550, and then by the Office of the King County Executive, Elaine Kraft 206-296-4063.
- Please be advised of the new Executive Ordinance #ACO-8-16 (AEO) requiring all agencies under the Executive Branch to use King County Graphics and Production Services as the *first source* for graphic design, printing projects, photography and video production. Projects that cannot be initiated because of scheduling or technical challenges will be reviewed with the customer and an appropriate outside vendor selected.
- Please monitor your current supplies of existing letterhead, business cards, envelopes and notepads accordingly, as there may be a longer processing time for the new materials due to adjustments in production and printing.
- Information printed on the back side of business cards will be charged the rate of a double-sided business card.



1. **Name:** include all hyphens and accent marks. Avoid nicknames and marital titles
2. **Prof. Initials (optional):** AIA, PhD, MA, etc, 2 groups maximum
3. **Job Title:** one line, shortest description (max 34 characters)
4. **Job Title/Unit (optional):** one line, additional title or section or program (Max 30 characters)
5. **Agency:** one line, the primary agency represented: division, office or program
6. **Department:** one line, department in which agency is located
7. **Building (optional):** major county business buildings only, building number (if needed)
8. **Mail Stop (optional):** standard county mail stop designations and above physical address
9. **Address (line 1):** street number, street name (spelled out), room number or suite (if needed)
10. **Address (line 2):** city, WA (not spelled out) with ZIP code plus 4 digit extension
11. **Email Address:** standard county Email designations for individuals or organizations
12. **Main County Web Site Only (optional):** www.metrokc.gov
13. **Main Phone Number:** area code, phone number
14. **Fax Phone Number:** Fax, area code, phone number
15. **TTY Phone Number:** TTY, area code, phone number^a
16. **Additional Phone Numbers:** area code, phone number (may include cell, pager, voice mail, 1-800 etc.)
A maximum of (4) phone numbers can be used on front of business cards. Additional phone numbers, web addresses and other types of information can be printed on the reverse side of business cards and will be charged *the price of a two-sided business card*.
17. **Recycled Paper and GCIU Union Logo:** appears on all business cards
 - Avoid abbreviations, spell out all words except Bldg.
 - a. TTY numbers must appear when a main phone number is used. Check with your PIO for correct TTY number or if none is available use: TTY Relay: 711.

Maximum
(4) lines

Additional Logos and Slogans

Only Metro Transit and Public Health require an accompanying logo to further identify them. No other agency or program logos are permitted.

The Metro Transit logo shall not overpower or compete with the King County logo and should be printed in black ink, screened to 40% and be of a physical volume less than the King County logo.

Department or Division slogans are permitted as long as they are formatted properly. Slogans should be one line of 7 pt. Times, light italic type, not to exceed 2" in length and printed in 100% black. The use of a slogan shall not overpower or compete with the King County logo as well as the information displayed on the card.

Printing on Back of Card




Certain agencies may require additional information that may not fit on the front side of the business card. Such information may take the form of maps, A.D.A. accessible names and phone numbers, special emergency numbers, lists, etc.

Please note graphic items such as maps that incorporate screens and fine lines tend not to reproduce as well on Docutech equipment as compared to offset printing.



Note: Information printed on the reverse side of business cards will be charged the rate of a double-sided business card.

40% Black

ADDITIONAL LOGO

			
Anna Smith, ACIP <i>Engineer</i> <i>Construction Management Unit</i>			
Metro Transit Division Department of Transportation King Street Center, KSC-TR-0224 201 South Jackson Street Seattle, WA 98104-3856 anna.smith@metrokc.gov		206-296-6575 Fax 206-296-0565 TTY 206-423-1015 Cell 206-423-1015 	

SLOGAN

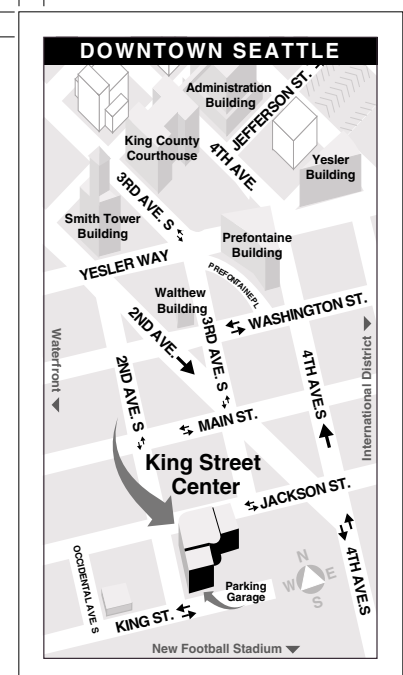
<i>Clean Water – A Sound Investment</i>			
Anna Smith, ACIP <i>Engineer</i> <i>Construction Management Unit</i>			
Surface Water Division Department of Natural Resources and Parks King Street Center, KSC-TR-0224 201 South Jackson Street, Room 234 Seattle, WA 98104-3856 anna.smith@metrokc.gov		206-296-6575 Fax 206-296-0565 TTY 206-423-1015 Cell 206-423-1015 	

ADA Accessible Format

Name	Roxanne Vierra
Title	King County OCRE
Main Phone Number	206-263-3453 V
TTY Phone Number	206-263-3453 TTY
Email	roxanne.vierra@metrokc.gov

1/8' setback

MAPS




Sample Business Cards



Rachel Dolly Tyndall
Engineer
Neighborhood Enhancement & Pedestrian Safety

Road Services Division
 Department of Transportation
 KSC-TR-0222
 201 South Jackson Street
 Seattle, WA 98104-3856
 rachel.tyndall@metrokc.gov


206-263-6129
 Fax 206-296-0176
 TTY 206-296-1015


Silvette Lee
Human Resources Senior Analyst

Solid Waste Division
 Department of Natural Resources and Parks
 KSC-NR-0701
 201 South Jackson Street, Suite 701
 Seattle, WA 98104-3855
 silvette.lee@metrokc.gov

206-296-4488
 Fax 206-296-8352
 TTY 206-423-1015





METRO



Gary Grosso
Electrician Constructor Crew Chief
Power and Facilities

Metro Transit Division
 Department of Transportation
 2255 Fourth Avenue
 Seattle, WA 98134-2853
 gary.grosso@metrokc.gov


206-263-4612
 Fax 206-263-6584
 TTY 206-423-1015
 Cell 206-819-5648

Paul Tanaka
Director

Department of Executive Services
 King County Courthouse
 KCC-ES-0224
 515 Third Avenue, Room 404
 Seattle, WA 98104-3856
 paul.tanaka@metrokc.gov

206-296-0628
 Fax 206-296-0565
 TTY 206-296-7549




...fly quietly and avoid residential areas



Cynthia Stewart
Airport Manager

King County International Airport/Boeing Field
 Department of Transportation
 ACF-TR-0100
 7233 Perimeter Road South, P.O. Box 80245
 Seattle, WA 98108-0245
 cynthia.stewart@metrokc.gov
 www.metrokc.gov



206-296-7430
 Fax 206-296-0190
 TTY 206-296-0100

Terry Denend
Assistant Manager

Records, Elections and Licensing Services
 Department of Executive Services
 ADM-ES-0100
 500 Fifth Avenue, Room 534
 Seattle, WA 98104-9879
 terry.denend@metrokc.gov



206-296-7077
 Fax 206-296-7002
 TTY 206-296-7217

Carolyn Duncan
Community Relations
Director's Office

Department of Natural Resources and Parks
 King Street Center
 KSC-TR-0224
 201 South Jackson Street, Room 234
 Seattle, WA 98104-2451
 carolyn.duncan@metrokc.gov
 www.metrokc.gov


206-296-8304
 Fax 206-296-0565
 TTY 206-423-1015
 Cell 206-423-1015

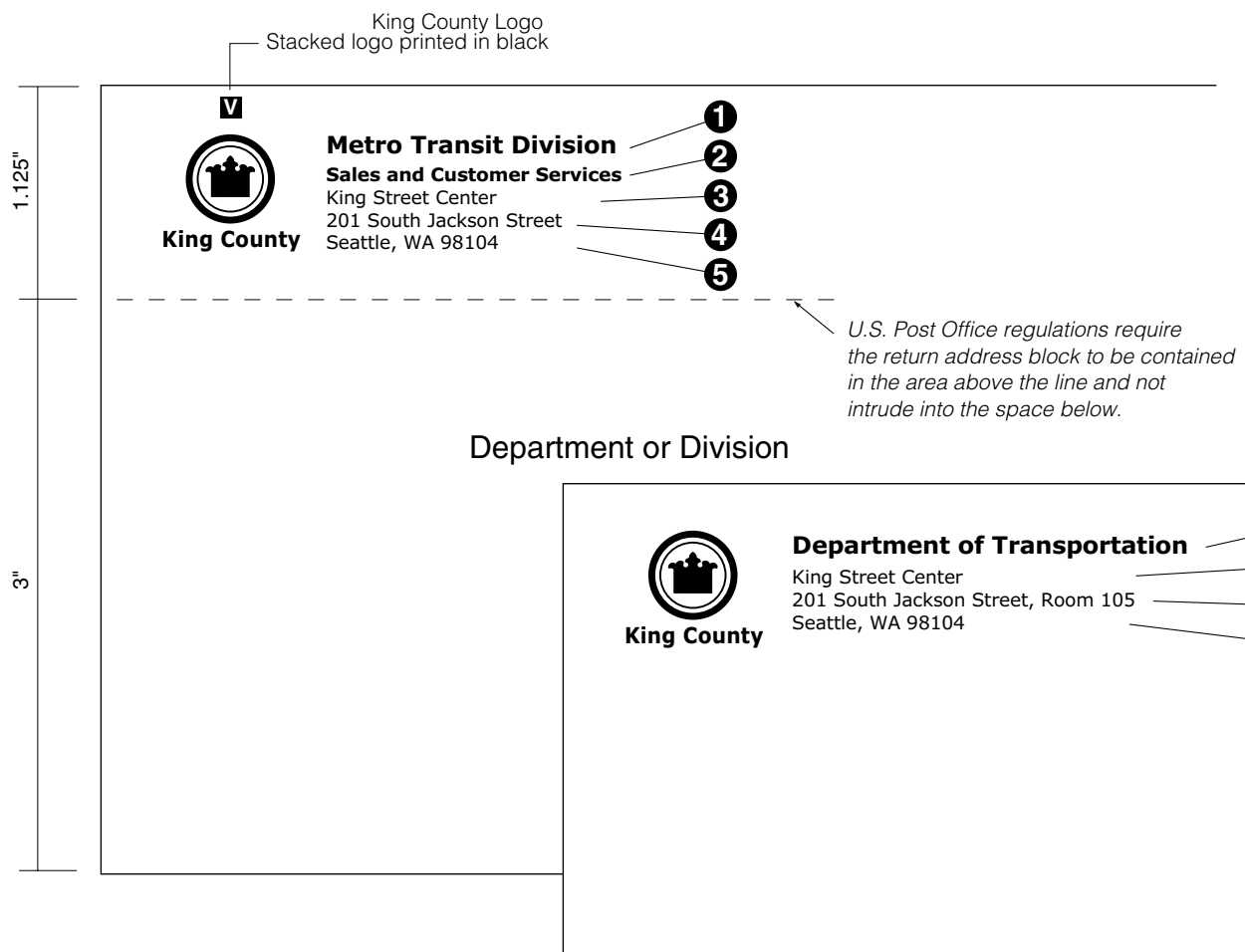
John Klopenstein
Deputy Fire Marshall

Fire Marshal's Office
 Department of Development and
 Environmental Services
 OAK-DE-0100
 900 Oaksdale Avenue Southwest
 Renton, WA 98055-1219
 john.klopenstein@metrokc.gov

206-296-7077
 Fax 206-296-7002
 TTY 206-296-7217
 Pager 206-991-4536



Division w/ Program or Section



1. **Agency:** one line, the primary agency represented: division, office or program
 2. **Sub Agency:** program, section, etc., initiating correspondence
 3. **Building (optional):** major county business buildings only, building number (if needed)
 4. **Address (line 1):** building number, street name (spelled out), room number or suite (if needed)
 5. **Address (line 2):** city, WA (not spelled out) with ZIP code (Post Office prefers no 4 digit ZIP extension on return addresses)
- Avoid abbreviations, spell out all words.
 - Same sized return address block used for all standard envelope sizes, with or without window (#9, #10, 10" x13" etc).
 - Return address blocks are always printed in black. Additional information or instructions may require a second color such as red if necessary.

Envelope Samples

**Road Services Division****Traffic Safety**

201 South Jackson Street, Room 817
Seattle, WA 98104

**Department of Transportation****Metro Transit Division**

201 South Jackson Street
Seattle, WA 98104

**Records, Elections
and Licensing Services Division****Recorders Office**

500 Fifth Avenue, Room 302
Seattle, WA 98104

**Metro Transit Division****Sales and Customer Services**

King Street Center
201 South Jackson Street
Seattle, WA 98104

**Department of
Development and
Environmental Services****Fire Marshal's Office**

900 Oakesdale Avenue Southwest
Renton, WA 98055

**Department of Transportation****King County International Airport/
Boeing Field**

7233 Perimeter Road South
P.O. Box 80245
Seattle, WA 98108

**Finance and Business
Operations Division****Treasury Operations**

700 Fifth Avenue, Suite 2300
Seattle, WA 98108

**Department of
Executive Services****Information and
Telecommunication Services Division**

700 Fifth Avenue, Suite 2300
Seattle, WA 98104

**Department of
Natural Resources and Parks****Parks and Recreation Division**

201 South Jackson Street, Room 610
Seattle, WA 98104

**Department of
Executive Services**

515 Fourth Avenue, Room 404
Seattle, WA 98104

**Department of
Development and
Environmental Services**

900 Oakesdale Avenue Southwest
Renton, WA 98055

**Department of
Natural Resources and Parks****Wastewater Treatment Division**

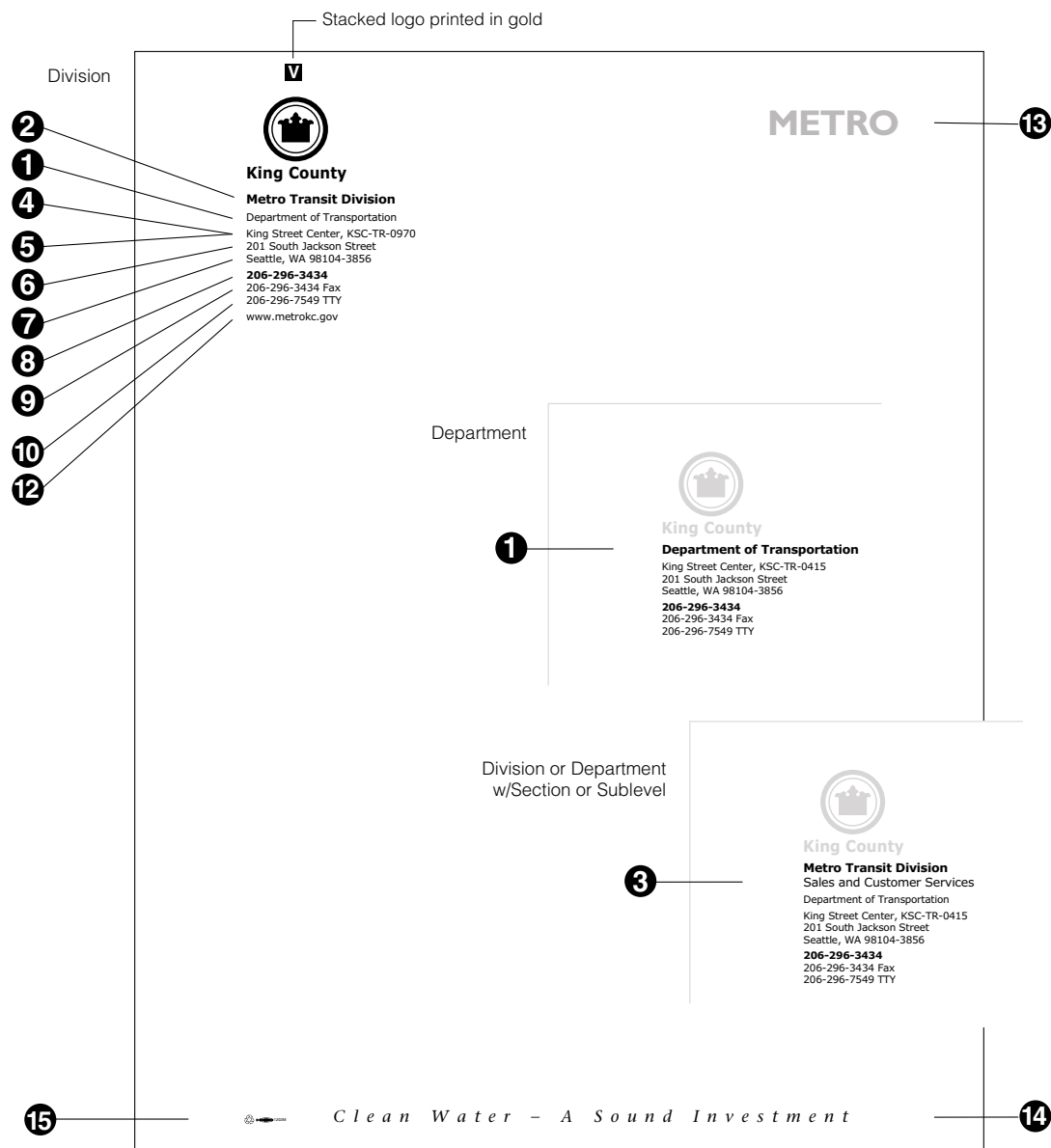
King Street Center
201 South Jackson Street, Room 610
Seattle, WA 98104

**Wastewater
Treatment Division****Denny Way CSO Control Project**

201 South Jackson Street, Room 400
Seattle, WA 98104

**Department of
Natural Resources and Parks**

King Street Center
201 South Jackson Street, Suite 700
Seattle, WA 98104



1. **Department:** primary agency
2. **Division:** sub-level of a department
3. **Section or Program:** sub-level of a division
4. **Building:** (optional) major county business buildings
5. **Mail Stop:** (optional) standard county mail stop designations
6. **Address:** (Line 1): building number, street name (spelled out), room number or suite (if needed)
7. **Address:** (Line 2): city, WA (not spelled out) with ZIP code plus 4 digit extension
8. **Main Phone Number:** area code, phone number
9. **Fax Phone Number:** area code, phone number, Fax
10. **TTY Phone Number:** area code, phone number, TTY^a
11. **Additional Phone Numbers:** area code, phone number, letter designation of system
12. **Main county web site:** www.metrokc.gov (optional)
13. **Metro Transit Logo only:** 40% black
14. **Slogan:** (optional) one or two lines printed in black, not to exceed five inches
15. **Recycled Paper and GCIU Union Logo:** appears on all letterhead
 - Avoid abbreviations, spell out all words
 - A maximum of four phone numbers can be used.
 - a. TTY numbers must appear when a main phone number is used. Check with your PIO for correct number. TTY number or if none is available use: 711 TTY Relay.

Letterhead Samples



King County

**King County
International Airport/
Boeing Field**

Department of Transportation
ACF-CF-0100
7233 Perimeter Road South
P.O. Box 80245
Seattle, WA 98108-0245

206-296-0628

206-296-0190 Fax
206-296-7549 TTY

www.metrokc.gov



King County

**Department of
Development and
Environmental Services**

900 Oakesdale Avenue Southwest
Renton, WA 98055-1219



King County

Fire Marshal's Office

Department of
Development and Environmental Services
900 Oakesdale Avenue Southwest
Renton, WA 98055-1219



King County

**Information and
Telecommunications
Services Division**

Department of Executive Services
Key Tower
700 Fifth Avenue, Suite 2300
Seattle, WA 98104-0245

206-296-0628

206-296-0190 Fax
206-296-7549 TTY

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King County

**Finance and Business
Operations Division
Treasury Operations**

Department of Executive Services
King County Administration Building
500 Fifth Avenue, Room 602
Seattle, WA 98104-0245

206-296-0628

206-296-0190 Fax
711 TTY Relay



King County

**Wastewater Treatment Division
Denny Way CSO Control Project**

Department of
Natural Resources and Parks
King County Administration Building
500 Fifth Avenue, Room 602
Seattle, WA 98104-0245

206-296-0628

206-296-0190 Fax
206-296-7549 TTY



King County

**Department of
Executive Services**

King County Courthouse
515 Fourth Avenue, Room 404
Seattle, WA 98104-0245

206-296-0628

206-296-0190 Fax
206-296-7549 TTY

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King County

Parks and Recreation Division

Department of
Natural Resources and Parks
King County Administration Building
500 Fifth Avenue, Room 602
Seattle, WA 98104-0245

206-296-0628

206-296-0190 Fax
206-296-7549 TTY



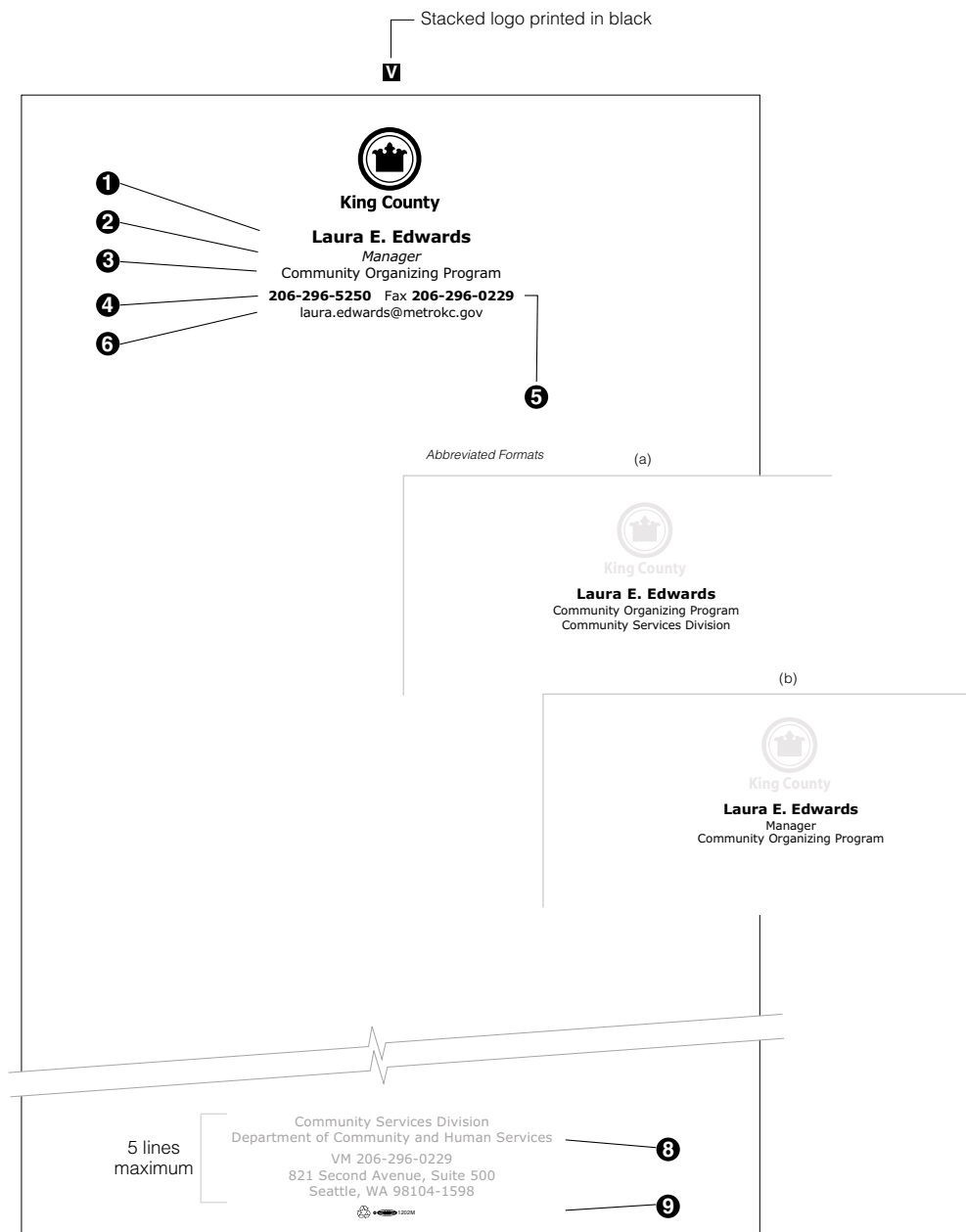
King County

**Road Services Division
Traffic Safety**

Department of Transportation
King Street Center
201 South Jackson Street
Seattle, WA 98104-0245

206-296-0628

206-296-0190 Fax
711 TTY Relay



1. **Name:** Include all hyphens and accent marks on languages. Avoid nicknames and marital titles.
2. **Professional Initials:** (if needed) AIA, PhD, MA etc, 2 groups maximum, no periods
3. **Title:** 1 Line
4. **Title or Agency:** (if needed) 1 Line
5. **Main Phone Number:** Area code, phone number
6. **Fax Phone Number:** Fax, area code, phone number
7. **Email Address:** Standard county email designations for individuals or organizations.
8. **Additional Information:** The standard King County notepad contains 5 lines maximum at the top. To accommodate additional information, a maximum of 5 lines may be used at the bottom.
9. **Recycled Paper and GCIU Union Logo:** appears on all notepads
 - Avoid abbreviations, spell out all words
 - In certain instances more abbreviated formats (a), (b) may be necessary with the simplest format containing three lines: a name, a title and an agency.



King County

Alexander J. Rist

Economist, Planning and Communications
Solid Waste Division

206-296-0268 Fax **206-205-8038**
alexander.rist@metrokc.gov



King County

George Northcroft

Deputy Chief of Staff
for Business Affairs
Office of King County Executive Ron Sims

206-296-4068



King County

Lucy Sandler Auster

Senior Planner, Planning and Communications
Solid Waste Division

206-296-8476 Fax **206-205-8038**